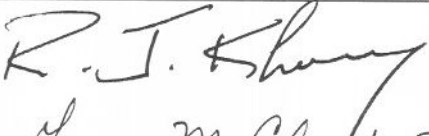
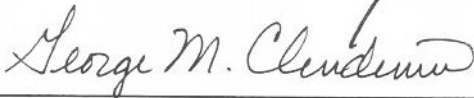


VIRGINIA DEPARTMENT OF TRANSPORTATION

# STRUCTURE AND BRIDGE DIVISION

## INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

<b>SUBJECT:</b> Inventory of Traffic Control Device Structures	<b>NUMBER:</b> S&B-66.1 MM-322
<b>DIRECTED TO:</b> District Construction Engineers District Maintenance Engineers District Structure and Bridge Engineers District Traffic Engineers Residency Administrators Smart Traffic Center Managers	<b>DATE:</b> January 4, 2005
<b>SIGNATURES:</b>  	<b>SUPERSEDES:</b> S&B-98-66 TE-277

**Introduction:** This joint instructional and informational memorandum between the Structure and Bridge Division and the Mobility Management Division is to clarify procedures for establishing inventory and maintenance records for the following structure types that are the responsibility of the Department for maintenance purposes and referred to hereinafter in this memorandum as structures.

- Overhead span sign structure
- Cantilever sign structure
- Bridge parapet mounted sign structure
- Butterfly sign structure
- High mast lighting structure
- Camera Pole

Traffic signal structures, conventional lighting poles and offset lighting poles are specifically and intentionally absent from the above list. A program is underdevelopment for the inspection of these assets and it is anticipated that this Instructional and Informational Memorandum (I&I) will be reissued or a similar I&I will be issued regarding those assets. It is not anticipated that roadside, ground mounted sign structures will be inventoried in a similar manner, as a catastrophic failure of these structures would not likely result in the death or personal injury of motorist.

### Responsibilities of the Construction Project Manager

It is the responsibility of the Construction Project Manager to notify the District Structure and Bridge Engineer, in writing, upon completion of construction and prior to final acceptance of structures and to provide the following information:

- 1) Memo requesting the inspection of the structure(s). This memo can be obtained from the Structure and Bridge Division Intranet site.
- 2) Following any work performed as a result of the above inspection, request in writing the re-inspection of the structure(s).
- 3) Pertinent sheet(s) from the construction and fabrication plans.
- 4) Shop plans stamped by a Professional Engineer, holding a valid license to practice engineering in the Commonwealth of Virginia. This shall include structure (fabrication) plans as well as the foundation plans and test bore information.
- 5) Computer output and design calculations stamped by a Professional Engineer, holding a valid license to practice engineering in the Commonwealth of Virginia.
- 6) Correspondence documenting fabricator, contractor, and PE review.

#### **Responsibilities of District Traffic Engineer or Smart Traffic Center Manager (as appropriate)**

The District Traffic Engineer or the Smart Traffic Center Manager is responsible for:

- 1) Maintaining an archive copy of the as-built contract plans, shop plans, calculations and correspondence.
- 2) Notifying the District Structure and Bridge Engineer prior to any planned upgrades, improvements and/or modifications to existing structures and when a structure is removed from service. Upgrades, improvements and/or modifications shall not be made to existing structures unless approved by the District Structure and Bridge Engineer.
- 3) Requesting the re-inspection of structures following any planned upgrade, improvement and/or modification to existing structures.

#### **Responsibilities of District Structure and Bridge Engineer**

Upon receipt of the above noted information, the District Structure and Bridge Engineer will:

- 1) Set up a separate file folder for each structure and add the structure to the database.
- 2) Perform the initial (inventory) and subsequent inspections for each structure following procedures set forth in the manual 'Procedures for Inventory and Inspection of Traffic Control Device Structures'.
  - a) Structural deficiencies requiring correction will be brought to the attention of the Construction Project Manager requesting the inspection.
  - b) All deficiencies shall be corrected prior to final acceptance.
- 3) Establish a unique structure number and stencil the number on the structure.
- 4) Secure the United States Coast and Geodetic Survey Virginia Plane Coordinates for each structure as well as the latitude and longitude.
- 5) Complete the inspection report for each structure.
- 6) Re-inspect structures following any upgrade, improvement and/or modification to existing structures.
- 7) Remove the structure from the database upon notification of its removal from service.

- 8) Forward a copy of the completed inspection report to the District Traffic Engineer or the Smart Traffic Center Manager (as appropriate) and the Residency Administrator.

CC: Chief Engineer

Chief of Systems Operations

Chief of Technology, Research & Innovation

Scheduling and Contract Management Division Administrator

Location and Design Division Administrator

Asset Management Division Administrator

Materials Division Administrator

Right-of-Way and Utilities Division Administrator

District Administrators

Structural Engineer Supervisors

FHWA – Division Bridge Engineer